

**BY ORDER OF THE COMMANDER
HOLLOMAN AIR FORCE BASE**

**HOLLOMAN AIR FORCE BASE
INSTRUCTION 21-201**



9 OCTOBER 2014

Maintenance

**CONTROL, ACCOUNTABILITY, AND
RECONCILIATION OF MUNITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 21-2, *Munitions*, 17 December 2012. It establishes procedures to account for captive missiles and all munitions items specified in Air Force Instruction (AFI) 11-212, *Munitions Requirements for Aircrew Training*, 23 August 2013 and AFI 21-201, *Conventional Munitions Management*, 9 April 2014. These procedures are for flight line reconciliation with the Munitions Flight. This instruction applies to all Air Force organizations, activities, or units operating on Holloman AFB, that use or possess munitions including Active Duty, Air National Guard (ANG), Air Force Reserve (AFR) forces, as well as contracted munitions organizations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Disposition Schedule located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command to 49th Maintenance Squadron Munitions Flight (49 MXS/MXMW), 1500 Sabre Road, Holloman AFB, NM 88330.

1. General:

1.1. The weekly aircraft utilization and maintenance schedule and approved changes list all munitions requirements and serve as the basis for requisition, assembly, and issue of aircrew training munitions. Higher Headquarter approved allocations must exist for all requirements.

- 1.2. The types and quantities of aircrew training munitions must be listed in the weekly flying schedule.
- 1.3. Changes affecting munitions will be submitted on AF Form 2407, *Weekly/Daily Flying Schedule Coordination*, approved and coordinated through appropriate agencies.
- 1.4. Munitions items previously scheduled that become physically unavailable for use due to a returned munitions inspection, test or periodic inspection (i.e. line returned AIM-9X) will not require an AF Form 2407. Munitions will be supplemented with an equivalent munitions item (i.e. AIM-9M for AIM-9X).
- 1.5. All munitions users are responsible for safeguarding munitions under their control. Any damages, losses or suspected thefts will be reported immediately to Munitions Control.
- 1.6. Munitions items taken by Explosive Ordnance Disposal (EOD) for destruction need to be identified to Munitions Control by the releasing agency with the following; type of munitions, quantity, lot number, last location, Aircraft Maintenance Unit (AMU) Section and Point of Contact.
- 1.7. Temporary static display munitions request letters will be submitted to Munitions Control two weeks prior to request date with type munitions, quantity and use. The lowest requesting authority will be Weapons Section Chief or equivalent.

2. Responsibilities:

2.1. Munitions Flight.

2.1.1. Munitions Control will:

- 2.1.1.1. Direct the delivery of required quantities and types of munitions to the appropriate AMU. Quantities and types of munitions are based on information contained in the weekly flying schedule.
- 2.1.1.2. Verify all missile and Acceleration Monitoring Assembly (AMA) moves by trailer number, missile number and aircraft number utilizing Combat Ammunitions System (CAS).
- 2.1.1.3. Act as the focal point for the daily reconciliation of munitions. If unable to reconcile, refer to paragraph 3.2.
- 2.1.1.4. Notify the Weapons Expediter of any munitions or documentation discrepancies.
- 2.1.1.5. Provide Missile Maintenance a daily copy of all AF Form 2434s, *Munitions Configuration and Expenditure Document*, for missile hour/flights input into Tactical Munitions Reporting System (TMRS).

2.1.2. Munitions Delivery Crews will:

- 2.1.2.1. Notify Munitions Control of all munitions movements to include trailer to trailer cross-loads. Information provided will be as follows: location, complete aircraft tail number (i.e., 76-4714), munitions types, quantities, and weapons serial numbers (WSN) or lot number (excluding chaff/flare). All information will be documented on the AF Form 4331, *Munitions Transaction Sheet*. Chaff/flare

magazines will be tracked by quantity of magazines only, not by lot number. Ensure all entries are legible.

2.1.2.2. Review and validate any forms and documentation with Munitions Control prior to tow, including but not limited to: *20MM Worksheet for Ammunition Loading System/Universal Loading System ALS/UALS* (Gun Card) and completed AFTO Form 350, *Reparable Item Processing Tag*.

2.1.3. PGM Maintenance Element will:

2.1.3.1. Account for, control, charge and deliver TMU-72 argon bottles.

2.1.3.2. Update TMRS with flight hours and all required inspection history data.

2.2. Armament Flight will:

2.2.1. Sign AF Form 4331 accepting receipt of live and inert ammunition and quantity.

2.2.2. Sign AF Form 4331 accepting receipt of jammed Ammunition Loading System/Universal Loading System (ALS/UALS) with known and/or approximate munitions quantity.

2.2.3. Download ALS/UALS malfunctions (which could not be downloaded by the affected AMU prior to delivery to the Armament Flight) into 20mm cans, not to exceed 150 rounds per can.

2.2.4. Identify each can with a properly completed AFTO Form 350, including quantity, lot number, complete aircraft tail number (i.e., 94-0305), ALS/UALS serial number, AMU Section, and Point of Contact. This information will be forwarded to Munitions Control.

NOTE: Notify Munitions Control as soon as ALS/UALS are cleared of 20mm rounds. In the event a dummy 20mm round is jammed inside of the ALS/UALS the round will be documented on the ALS/UALS AFTO 244, *Industrial/Support Equipment Record* located in the forms pouch. Once dummy 20mm round is removed, notify Munitions Control to schedule pick-up.

2.3. AMU Weapons will:

2.3.1. Sign for all munitions on AF Form 4331.

2.3.2. Upon acceptance and signature of the munitions assets, the AMU will accept responsibility for the security and accountability of required munitions and safing gear.

2.3.3. Comply with reconciliation procedures IAW paragraph 4. Reconciliation should be completed within 2 hours of last aircraft down time.

2.3.4. Document and track aircraft tail number, munitions types, quantities, and WSNs/lots/serial numbers/build codes (excluding chaff/flare) uploaded and number expended on AF Form 2434s. Chaff/flare magazines will be tracked by magazine serial number and quantity of cartridges. Ensure all aircraft loaded with munitions are recorded on the AF Form 2434s, to include primary, spare, and non-flyers.

NOTE: At no time will loose 20mm ammunition or expended rounds be placed in or on the ALS/UALS for transportation. Notify Munitions Control of any loose rounds for transportation to the Munitions Storage Area (MSA).

NOTE: 20mm ammunition that has been involved in a malfunction (of loading systems) where partial loads remain in aircraft will be downloaded into a download ALS/UALS and returned to Conventional Maintenance for processing and inspection.

NOTE: 20mm ammunition will not be downloaded from one aircraft and uploaded into another without first being returned to Conventional Maintenance for processing and inspection.

NOTE: In the event of a gun malfunction, rounds will be temporarily downloaded into cart cans until arrival of Gun Jam trailer from the MSA. Identify each can with a properly completed AFTO Form 350, including quantity, lot number, complete aircraft tail number (i.e., 94-0305), ALS/UALS serial number, AMU Section and Point of Contact. This information will be forwarded to Munitions Control.

NOTE: Regardless of condition, all downloaded 20mm ammunition to include expended brass will be returned to the MSA for reconciliation.

2.3.5. Properly document all ALS/UALS up and downloads on page 2 of the 20mm Load sheet for ALS/UALS, located in the ALS/UALS forms pouch with date, aircraft, quantities, lot number, squadron, crew number and signature.

2.3.6. Ensure incomplete uploads of 20mm ammunition are not used. Uploads that do not clear a gun system of all previously loaded ammunition and brass are considered incomplete. Uploads of empty gun systems that do not completely fill the system are considered partial uploads. Incomplete uploads will be cleared and downloaded of all ammunition as soon as practical and returned to Conventional Maintenance for processing and inspection.

2.3.7. Ensure all munitions being moved or returned to the MSA have all applicable safety equipment, index pins, covers, straps, etc. If loaded on munitions handling trailers, ensure the munitions are positioned and secured in accordance with T.O. 11-1-38, *Position and Tie-down Procedures for Non-Nuclear Munitions*.

2.3.8. Ensure missile flight hours are documented on the AF Form 2434s.

3. Munitions Movements:

3.1. All munitions movements to include individual assets and container-in-container will be processed in CAS IAW AFI 21-201 chapter 7.

3.2. CAS updates will be completed by responsible functional area. Example: Operating bays and pads will upload munitions trailers.

3.2.1. Munitions Control will comply with munitions movements from holding areas or operating locations to AMU as well as uploads/downloads to/from trailer/acft. Deliver crews will notify Munitions Control of all uploads/downloads to/from trailer.

3.2.2. The Weapons Expediter or equivalent will ensure all munitions movements to include: cross-loads to and from aircraft, to and from push carts are processed in CAS within one hour.

3.3. Munitions trailers will not be picked up until all munitions movements have been completed in CAS by the Weapons Expediter or equivalent.

3.4. When direct-input or remote-input into CAS cannot be accomplished, follow and document post-post procedures using AF Form 2434s, AF Form 4331s and AFI 21-201 Attachment 2.

4. Accountability/Reconciliation, Weapons Expeditors will:

- 4.1. Document expenditures on AF Form 2434s and update CAS between aircraft go's. A copy of the AF Form 2434s will be provided to Munitions Control prior to aircraft consecutive go's.
- 4.2. Document first go's line walk on AF Form 2434s and send to Munitions Control prior to aircraft take off.
- 4.3. Document expenditure(s) and end of day line walk on an AF Form 2434 respectively and send to Munitions Control within two hours of last down time.
- 4.4. Document consecutive go expenditure(s) on an AF Form 2434 and send to Munitions Control prior to clearing reconciliation. Any supplementary or subtracting of sorties will follow the same instruction.
- 4.5. Once all aircraft have cleared reconciliation and an AF Form 2434 for the day has been sent to Munitions Control and validated, the next day munitions assets may be delivered.
- 4.6. Munitions and Weapons personnel will work jointly to clear up all discrepancies and maintain accurate accountability of expenditures. The corresponding quantity of accountable safing gear (i.e. BDU-33 safing blocks) and expended impulse cartridges will be turned in for that days expenditures. See paragraph 5 for discrepancies that cannot be resolved.

NOTE: Munitions will not be delivered in anticipation of an approved AF Form 2407 without prior 49th Maintenance Group Commander (49MXG/CC) approval. The Maintenance Superintendent or equivalent will relay changes via AF Form 2407 to Munitions Control. Munitions Control will be the final approval authority based on munitions availability.

- 4.7. BDU-33 safing blocks (C-Block) and impulse cartridges are accountable items. One C-Block and streamer must be returned for each BDU-33 expended during reconciliation. The quantity of impulse cartridges will be collected for each munitions type listed below.

Table 4.1. Munitions Type.

TYPE	Station	Impulse Cartridge	Quantity
BDU-33	TER	ARD-863	1
500 lb.	TER	ARD-863	1
500 lb.	MAU-12	ARD-863	1
		ARD-446	1

- 4.8. Any safing gear or expended impulse cartridges not accounted for at the end of flying will be reported as a lost object by the Weapons Expeditor in accordance with Holloman AFB Instruction (HAFBI) 21-37, *Foreign Object Debris/Damage Prevention Program*.

5. Reconciliation discrepancy procedures:

- 5.1. Munitions Control will notify the Munitions On-Duty Superintendent of unresolved reconciliation discrepancies. Munitions On-Duty supervision will interface with AMU weapons supervision and attempt to resolve the discrepancy if Munitions Control and the MASO are unable. The Munitions On-Duty supervision and AMU weapons supervision will attempt to determine if the disparity is due to an error in reporting, documentation, or physical loss. Munitions personnel and Weapons Expediter will double check math and

ensure all paperwork is accurate to include performing a physical inventory of the items in question.

5.2. If it is determined a munition item has been physically lost, the responsible AMU will initiate a lost item report in accordance with HAFBI 21-37.

5.3. Munitions Control will document the actions taken to resolve the discrepancy and munitions delivery may resume when cleared by the On-Duty Munitions supervisor.

NOTE: Munitions delivery may continue to the affected AMU for all other munitions not involved in the reconciliation discrepancy. Example: If the BDU-33 count cannot be reconciled, chaff/flare, 20mm and any other support may continue. BDU-33 support will remain suspended until the above steps are completed.

6. Munitions Expenditures:

6.1. All munitions expenditures will be processed in CAS IAW AFI 21-201, Chapter 7.

6.2. CAS expenditures will be completed by the responsible functional area. Example: Weapons Expeditors will process WSN assets i.e. bombs, rockets, and impulse carts. Conventional Maintenance will process countermeasures and ammunition (i.e. chaff/flare and 20mm).

6.3. If unable to reconcile all expenditures, contact the appropriate functional area(s) to investigate the problem and determine if the disparity is due to an error in reporting, documentation or physical loss.

6.4. If munitions are over or erroneously expended, Reverse Post (RVP) actions are required. The respective Weapons Section Chief or equivalent will send the completed Memorandum for Record (MFR) and supporting documents to Munitions Control for verification prior to Munitions Operations processing the transaction. Supporting documents will include but are not limited to; erroneous AF Form 2434, corrected AF Form 2434 and MFR for RVP.

ROBERT E. KIEBLER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-212, *Munitions Requirements for Aircrew Training*, 23 August 2013

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*, 7 March 2012

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 21-2, *Munitions*, 17 December 2012

HAFBI 21-37, *Foreign Object Debris/Damage Prevention Program*

Adopted Forms:

AF Form 1297, *Temporary Issue Receipt*

AF Form 2407, *Weekly/Daily Flying Schedule Coordination*

AF Form 2434, *Munitions Expenditure Sheet*

AF Form 4331, *Munitions Transaction Sheet*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 244, *Industrial/Support Equipment Record*

AFTO Form 350, *Reparable Item Processing Tag*

Abbreviations and Acronyms

49MXG/CC—49th Maintenance Group Commander

49 MXS/MXMW—49th Maintenance Squadron Munitions Flight

AFI—Air Force Instruction

ALS/UALS—Ammunition Loading System/Universal Loading System

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFR—Air Force Reserve

AFRIMS—Air Force Information Management System

AMA—Acceleration Monitoring Assembly

AMU—Aircraft Maintenance Unit

ANG—Air National Guard

CAS—Combat Ammunition System

EOD—Explosive Ordnance Disposal

HAFBI—Holloman AFB Instruction

IAW—in accordance with

MFR—Memorandum for Record

MSA—Munitions Storage Area

OPR—Office of Primary Responsibility

RVP—Reverse Post

TMRS—Tactical Munitions Reporting System

WSN—weapons serial numbers